



Canadian Cricket Association

ESTABLISHED MARCH 28, 1892
INCORPORATED UNDER THE LAWS OF CANADA, APRIL 1, 1968

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F.1

JOB DESCRIPTION - PROVINCIAL C.C.A. DIRECTOR

This position requires a person able to provide leadership; one who is able to communicate effectively, who is willing and able to fulfill commitments well and in good time.

The duties of a Provincial C.C.A. Director would include the following:

1. To serve as liaison between the C.C.A. and their Provincial Association, ensuring that plans, projects, problems and decisions are communicated to the C.C.A. and to his local Association.
2. To ensure that the planning and decision making process in his Provincial Association reflect the goals of the C.C.A..
3. To perform specific functions as may be assigned by or with the approval of the C.C.A. Board.
4. To act as a Representative of the C.C.A. Board of Directors when requested to do so by the President (Board) of the C.C.A..
5. To obtain continuity in representation, the C.C.A. recommends to its Member Provincial Associations that they choose their C.C.A. Director for one three year term.

It is understood that the responsibility for delegation of administrative roles to Provincial Directors will rest with the President of the C.C.A. in consultation with the Board or executive Committee.

The President maintains the right and obligation to inform any Provincial Association directly of the contributions of its Director.

*Note: Items A-D approved by C.C.A. Board at its A.G.M., November 1979
Item E as amended was accepted at C.C.A. SAG Meeting, March 1980*



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CANADIAN CRICKET ASSOCIATION PROPOSED JOB DESCRIPTION - COORDINATOR; SENIOR CRICKET

Under the general supervision of the Executive Committee, this position is responsible to the Board of Directors for coordination of senior cricket activity and development in Canada and internationally. "Senior cricket" encompasses all cricket played by over-19's.

The coordinator will advise the Executive Committee in appointing subordinate person to organize the following events as and when they might occur:

- John Ross Robertson Trophy Competition
- Senior Inter-Provincial Competitions
- Under-25 Inter-Provincial Competitions
- Senior International Matches and Tours
- Under-25 International Matches and Tours

The coordinator will be required to take whatever actions may from time to time be deemed necessary to ensure that persons reporting to him fulfill their responsibilities, subject to the following limitations:

1. Items requiring expenditure of funds over and above mandatory guidelines must be submitted in writing for the approval of the Executive Committee in the absence of the Board.
2. Any plans or schemes arising from the work of the coordinator or persons reporting to him must receive written approval by the Executive Committee, on behalf of the Board, before implementation.

The coordinator will submit a written report for any Annual or Semi-Annual General Meeting of the Board.

The coordinator will be responsible for producing medium-term, three year plans for Senior Cricket to be submitted in writing to the Annual General Meeting of the Board. Such plans will be updated on an annual basis.

The coordinator be included as a voting member of the Executive Committee on all subjects which pertain to the areas of responsible as outlined above.

The coordinator will be included as a non-voting member of the Senior Selection Committee.

The position of coordinator is appointed by the Board of Directors for a two year term, subject to annual review by the Board.

Approved by C.C.A. Board SA Meeting, March 1980



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PROPOSED JOB DESCRIPTION - JUNIOR COORDINATOR

Acting for the Board/Executive with the responsibility to inform and seek approval of the Board/Executive on all substantive areas, the Junior Coordinator shall:

1. Assume overall responsibility for the promotion, coordination and development of junior cricket (ages under 19) in Canada.
2. Work with C.C.A. committees and C.C.A. Administration to ensure the maximum possible benefits for junior cricket in Canada.
3. Communicate and promote at regular intervals to the C.C.A. Directors, Administration, known workers for junior cricket and Canadian cricketers in general. Included are reports to the C.C.A. Board meetings, also through the medium of the Canadian Cricketer.
4. Coordinate or help to coordinate major junior events relating to junior cricket such as:
 - a) Age Level Tournaments - national and international
 - b) Age Level Training Camps - national
 - c) Age Level Tours of national junior teams
 - d) Other areas as they pertain to junior development
5. Advise the C.C.A. (Board/Executive/Administration) of ways and means for future junior development.
6. Keep records on outstanding Canadian junior prospects and advise Junior National Selection Committees, where the coordinator will be included as a voting member.
7. Be included as a voting member of the Executive in matters which relate to the above mentioned areas of responsibility.
8. Be elected for a two year term, subject to annual review by the Board.
9. Submit budgets for Board/Executive approval to cover proposed junior events.
10. Be subject to the following limitations:
 - a) Expense items over the approved guidelines, must be submitted in writing for Board/Executive approval.
 - b) Board/Executive approval is required before implementation of substantive projects.

Accepted and approved by C.C.A. Board SA Meeting, March 1980



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RESPONSIBILITIES OF EVENT CORRINATORS/TEAM MANAGERS - COACHES July 1980

Past C.C.A. Tours, Tournaments, Training Camps, etc. have encountered some problems with the participants, such as:

1. Failure to observe stated residence rules (no smoking, no liquor, etc.)
2. Failure to observe event rules (no noise after ____, all in rooms by ____, lights out by ____).
3. Abuse of residence facilities resulting in damages such as broken windows, furniture, fixtures.

As the C.C.A. and its member provincial associations have a financial, time and effort investment in these events it is distressing to hear of these problems which result in:

1. Hosting sites with good development facilities are no longer available for Canadian Cricket development use.
2. Our players are not properly instructed nor trained in these areas and could create further problems in future events or with Canada teams.
3. Our managers/coaches remain inefficient in certain areas and this will again, cause future troubles.

In an effort to correct these deficiencies, the following guide should be studied, amended as necessary and used by mangers/coaches of groups attending C.C.A. sponsored (or other) cricket events, keeping in mind that the event coordinator(s) have the overall responsibility, but will need an efficient and supportive effort from coaches, managers and players.

A. Before the Event	
National, Provincial or Area Administration	1. Choose the side early and choose your best managers/coaches first. Take advantage of group and charter fares. Do not choose those with a record of poor self control, poor attitude and poor cooperation.
Team/Group Management	2. Send a bulletin to each participant, clearly outlining your aims and objectives, the purpose of the event, what is expected form each participant. Include details such as money required, travel dates and time, hosting residence address and phone, medical needs, site rules, playing and practice conditions, kit to bring, fitness and practice required, schedule of pre-travel practices and meetings, etc.
Team/Group Management	3. Arrange a group meeting (could be at airport) prior to departure to discuss the conduct required from each player (also penalties for failure to adhere), outline the responsibilities and conduct required from each player (including captain, vice-captain, senior players). Stress that all are goodwill ambassadors for their area, province or country. Ask for questions and ensure that everyone understands their role and agrees to cooperate before, during



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	and after the event.
Team/Group Management	4. List and mark all items of gear in the group club bag.
B. After Arrival at the Event	
Event Coordinator(s)	1. A combined meeting of all groups and coaches should be held where participants are welcomed, informed of the event's purpose, content and schedules. Tell the participants again what is expected from them, inform them of residence building regulations and remind them of their responsibilities. Tell them the location of the notice board, time for periodic announcements - tell them to treat the hosts facilities well.
Event Coordinator(s)	2. Where there has not been a prior conference of coaches/managers a meeting should be held now to go over the event details and organization, present schedules, rules, site regulations and detail their responsibilities.
Team/Group Management	3. A team meeting should now be held to again outline the program, responsibilities of each participant and the group objectives. Complete the team organization, appoint the room monitors, group leaders, etc. Lay out and post time and responsibility schedules, team selections fro the next match, etc. Install a daily check procedure, covering rooms, the equipment bag, etc. Participants must understand that great care is required to the hosting site residence, equipment, etc. Stress punctuality. Long distance calls to be made "collect".
C. During the Event	
Event Coordinator(s)	1. Further announcements, reminders and changes to schedule should be made to the entire group on a regular basis. If problems have occurred, these should be brought forward and the participants given further instructions.
Team/Group Management	2. The group members should not be owing any money (otherwise they should not have come) to the group management. If the group management is looking after the group's valuables this should be carefully done and notes kept on reducing balances, etc.
Team/Group Management	3. A daily check list of procedures must be enforced. This should include: <ul style="list-style-type: none"> a. Once (twice) a day room inspection to ensure adequate housekeeping, broken furniture, breaking of residence regulations, etc. Offenders must be told to straighten out immediately. b. Supervision during the day to ensure that no residence regulations are broken, that no damage has occurred. If damage is found the offender must be identified, told of his financial obligation and the money collected and turned in to the event management. c. Nightly check of the rooms at the designated curfew time to



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	ensure that all occupants are there and lights out and curfew conditions are being followed up.
NOTE:	Those participants who are not following procedures and who display poor conduct must either be warned not to repeat their mistakes or sent home.
Team/Group Management	4. Punctuality, goodwill to the hosts and other event participants, conformation to the guidelines during the event are the direct responsibility of each team's management group.
Event Coordinators Team Management	5. Participating groups and individuals should have brought no financial unpaid dues - if there were any - these must be cleaned up now, although it is very late for this. If there are further bills to pay these should be documented for future reporting.
D. Before Leaving	
Event Coordinator(s)	1. A general assembly should be held and should include any presentations, special recognition to individuals who have given service, thanks to hosts, etc. Special check out requirements should be detailed (e.g. disposal of bedding, condition of rooms).
Team/Group Management	2. The team is now responsible for items such as: a. Check of team club bag to ensure that all items were accounted for - excess kit items could be returned to their owners now. If used cricket balls were to be returned this could be done now. b. Participants ensure that no personal belongings are left anywhere (rooms, washroom, lounges, dining room, etc.). This could be checked by team's management. c. Follow room check out procedures - general clean up, folding of bedding. No group must be allowed to leave until this is complete and verified complete. d. Thanks from the group's participants to the hosts, event's coordinator(s).
E. After the Event	
Event Coordinator(s)	1. Reporting function Summary of statistics, proceedings, event highlights, together with photos, etc. should be forwarded as soon as possible to The Canadian Cricketer, each team's coordinating body and to the C.C.A.. Coordinator responsible for that event - he will report to the C.C.A..
Event Coordinator(s)	2. Financial summaries, together with supporting documents should be forwarded within 2 weeks of the event's completion to the Treasurer, C.C.A..
Team/Group Management	3. Each participant could now receive any further material such as photos - some of this will come to the team managers from



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	the Event Coordinator(s). Items may include profile sheets, personal coaching tips, photos, thanks, follow up points.
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F.10

PROVINCIAL COACHING COORDINATOR - JOB DESCRIPTION

National Level

Reporting to the C.C.A. Chairman of Coaching Certification, the Provincial Coaching Coordinator is responsible for:

1. Informing of upcoming Technical Coaching Clinics in their province.
2. Sending the completed Coaching Association of Canada Technical Course forms and C.C.A. Practical Qualification forms.
3. Furnishing the C.C.A. with a copy of the year-end report on coaching/certification progress and future needs within their province.
4. Conveying ideas and suggestions on the delivery/implementation of coaching/certification programs.
5. Making oneself available for national coaching meetings and upgrading clinics if the need and funds arise (at no cost to the individual).

Provincial Level

Reporting to their Provincial Cricket Association, the Provincial Coaching Coordinator is responsible for:

1. Planning, promoting and administering to Technical Coaching Courses within their province.
2. Promoting the development of Technical Coaching course Conductors within their province and developing a network of these Course Conductors.
3. Developing contacts with the Provincial Government Coaching Certification Coordinator/Administrator.
4. Promoting participation in government sponsored Coaching Theory Courses.
5. Assisting coaches to coach and attain Technical, Practical and Theory accreditation for Certification at the various levels of coaching.
6. Assisting in the development of junior cricket programs throughout their province.
7. Coordinating/implementing in-service clinics for school teachers or recreation people.
8. Coordinating/implementing clinics/displays at provincial physical education/recreation meetings.
9. Fostering the development of coaching at all levels within the province.